



Date: April 2, 2015

Position Title: **Friendship Center Coordinator - Substitute**

Department: **Congregate**

Posting Deadline: Until Filled

Senior Services of Southwest Michigan is seeking to fill a part-time, Friendship Center Coordinator-substitute position. This position will be responsible for set-up, serving, and clean up of lunch-time meals at a congregare senior meal site (Friendship Center). Our congregare sites also offer educational and/or recreational programs for our customers. Must be available to work during the hours of 10:30 a.m. and 1:00 p.m., Monday through Friday. This is the perfect job for someone looking to work only a few hours a week.

Hospitality experience preferred to provide exceptional service to our guests. Ability to perform simple math functions and gather data/information and complete a variety of documents accurately and on time. Strong customer service behaviors and an ability to work effectively with older adults who may have diminished vision, hearing, mobility or other limitations. Must have the ability to work well independently and as a part of a productive team.

Apply in person between the hours of 9:00 a.m. and 4:00 p.m. at the Senior Services of Southwest Michigan office, 918 Jasper Street, Kalamazoo, MI 49001; fax to: 269-382-3189; or email to: [humanresources@seniorservices1.org](mailto:humanresources@seniorservices1.org) (**no phone calls, please**). Senior Services of Southwest Michigan offers a smoke-free, drug-free environment.

Senior Services of Southwest Michigan is an Equal Opportunity Employer. It is the policy of Senior Services of Southwest Michigan to provide equal employment opportunities to all qualified persons regardless of race, religion, color, national origin, citizenship, age, sex, sexual orientation, gender identity, marital status, familial status, disability, union activities or sentiments, political affiliation, height, weight, genetic information, veteran status or record of arrest without conviction. We welcome a diverse field of qualified candidates. This agency participates with E-Verify.